

**City of Seattle
Civil Service Commission
April 26, 2006 Minutes**

Approved: May 17, 2006

Call to Order:

Commission Chair Jennifer Schubert called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Steven A. Jewell
Glenda Graham-Walton, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

Public Comment: No one signed up to speak

1. Approval of March 15, 2006 Regular Meeting Minutes:

The Commission reviewed the March 15, 2006 minutes. Commissioner Casson moved to accept the minutes. Commissioner Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.

2. Review Monthly Case Status Report:

The Commission reviewed the Monthly Case Status for April 2006.

3. Appeals-New, Update & Review:

- **New Appeals:** Ms. Graham-Walton reported to the Commission that two new appeals were filed with the Commission.
- **Cunningham v. Seattle Center:** Delegated to the Office of the Hearing Examiner.
- **Wong v. Fleets and Facilities:** Delegated to Hearing Officer Diane Hess Taylor.
- **Janos v. Department of Planning and Development:** Ms. Graham-Walton updated the Commission on the appeal filed April 20, 2006. The Commission reviewed the appeal and determined that based on the face of the appeal, the Commission does not have jurisdiction. There are no allegations of rule violations and the Seattle Municipal Code that is noted by the appellant is vague. The appellant will be notified and given 14 days to provide a brief citing the specific infractions of the law; otherwise, the Commission will dismiss the appeal.

4. Civil Service Commission Hearing Officer Hiring Decision:

- **Executive Session:** The Commission went into Executive Session at 9:50 a.m. to discuss the Hearing Officer Hiring Decision. The Commission will not hire the applicant who interviewed in March, because of lack of experience in

employment law, the Commission will continue to seek Hearing Officers and encourage Women and Minorities to apply.

5. Monthly Summit (Budget) Report: Ms. Graham-Walton reported to the Commission that CSC is on target for the month of March.

- **Funds Transfer for Commission Community Property:** Ms. Graham-Walton discussed correspondence received from Public Safety Civil Service Commission (PSCSC) regarding the funds that were transferred from PSCSC to CSC to cover costs that were incurred for CSC's '05 end of year Ergonomic study that resulted in the purchase of chairs for the hearing room, for use by both Commissions.

6. Review of Currently Proposed Rule Amendments: The Commission went over the additions to the rule amendments. Staff will publish a notice of the rule amendments on line and in the Daily Journal of Commerce. The rules will be presented to the Commission for approval after the public has had an opportunity to review and comment.

7. Other:

- **Staff Vacation and Conference Attendance:** Ms. Graham-Walton reported to the Commission that she would be on vacation in June. In addition, she will attend the Society for Human Resource Management Conference in Washington D.C.
- **Staff Leading Edge Training on Friday's:** Ms. Graham-Walton reported to the Commission that since January, Teresa has been attending Leading Edge training on Friday. The class will conclude in June.
- **Multiple Probationary Periods for Employees:** The Commission requested staff conduct a data survey of other jurisdictions to gather information on Probationary periods. Staff will gather data and present to the Commission at a future meeting.
- **Representation of Pro Se Appellants v. Departments with Attorney Representation:** Staff has researched at the request of former Commissioner Cunningham the possibility of CSC funding legal counsel for appellants when a City department has representation by an Assistant City Attorney. The Commission wants to explore options, including the possibility of a labor/employment law student under the supervision of a law professor providing counsel to a pro se appellant. The Commission will further explore this.
- **Writ of Review:** Gary Keese notified the Commission that the attorney representing the appellant in the case of Joy v. Seattle Center has filed a Writ of Review with the Superior Court. Mr. Keese will provide direction after he receives additional information.

Adjournment: Commission Chair Schubert adjourned the meeting at 10:57 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs, 5/17/06

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Jennifer K. Schubert, 5/17/06

Jennifer K. Schubert
Commission Chair

Date